



**AUTOMOBILE MECHANIC,
CORRECTIONAL FACILITY (CF)**
Final Filing Date: September 6, 2013

OPEN, NONPROMOTIONAL - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
SPOT EXAMINATION FOR:

**HIGH DESERT STATE PRISON
CALIFORNIA CORRECTIONAL CENTER**

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR testing period(s) for this examination is: **JANUARY - DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail to:

High Desert State Prison
Delegated Testing Office
P. O. Box 270220
Susanville, CA 96127

In person at:

High Desert State Prison
Delegated Testing Office
475-750 Rice Canyon Road
Susanville, CA 96130

If you are personally delivering your application, you must do so between the hours of **6:00 a.m.** and **4:30 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **September 6, 2013** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **October/November 2013**.

SALARY RANGE(S) As of: **July 29, 2013**
\$3,660 - \$4,213

MINIMUM QUALIFICATIONS Possession of a Class III California driver's license valid for the operation of any two-axle single-motor vehicle and one towed vehicle (i.e., a trailer with a gross weight of 6,000 pounds or less). Applicants who do not possess the license will be admitted to the examination, but must secure the license prior to appointment. **and**

Either I

Experience: Twelve months of experience as an Automobile Mechanic Trainee, Range C, in California state service. **and**

Education: Eighteen semester units in automobile mechanics from an accredited junior college or comparable institution.

Or II

Four years of experience in California state service performing the duties of a Mechanic's Helper, at least one year of which shall have included experience in the overhaul and repair of the major components of automotive equipment.

Or III

Completion of a recognized apprenticeship as an Automobile Mechanic. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but they must present evidence of completion of a recognized apprenticeship before they may be appointed.)

Or IV

Three years of experience diagnosing malfunctions, overhauling, repairing, and maintaining engines, automatic and standard transmissions, clutch, and brake systems, and other major components of automobiles and trucks. [Successful completion of automotive technology or automotive mechanics technology vocational education or training courses offered by an institution recognized or accredited by the Western Association of Schools and Colleges may be substituted for up to one year of the required experience on the basis of three (3) semester units or four and one-half quarter units, equal to one (1) month experience.]

MINIMUM
QUALIFICATIONS
CONTINUED

Special Personal Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may

include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Additional Desirable Qualifications: Possession of a Class A Motor Vehicle Pollution Control Device Installer's License.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
 1. Methods, tools, materials, and equipment used in the maintenance, adjustment, and repair of automotive equipment, including internal combustion engines.
 2. Methods used in a program of preventive maintenance for automotive equipment.
- B. Skill in:**
 1. Adjustment and repair of automotive equipment.
- C. Ability to:**
 1. Operate machine tools used in automotive repair and do welding and brazing work.
 2. Inspect automotive equipment, locate defects, and estimate the cost of repairs.
 3. Read, interpret, and work from plans, drawings, and specifications.
 4. Requisition and store a supply of automotive parts.
 5. Keep records and make reports.
 6. Instruct and supervise unskilled assistants.
 7. Follow oral and written directions.
 8. Analyze situations accurately and take effective action.
 9. Read and write at a level appropriate to the classification.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

An **Automobile Mechanic, CF** under direction, performs skilled work in the adjustment, servicing, and repair of automotive equipment; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; may instruct, lead or supervise inmates, youthful offenders or resident workers; inspects automotive equipment to determine the corrective action necessary; makes major repairs to automotive equipment, including major engine overhauls, tune-ups, relining and adjusting brakes, wheel aligning, transmission and differential replacement and repair, electrical replacement and repair, and minor body repair; operates and maintains automotive shop equipment; advises in the selection and storage of automotive parts and equipment; estimates the cost of automotive repairs; instructs operators in the proper operation and servicing of their equipment; does minor welding and brazing work; keeps simple records and makes reports; test drives vehicles on public streets; instructs and supervises unskilled assistants; maintains order and supervises the conduct of persons committed to the CDCR; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates, youthful offenders, residents, or patients for contraband, such as weapons or illegal drugs and to do other related work.

Position(s) exist at the institution(s) listed above with CDCR.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

It is the candidate’s responsibility to contact High Desert State Prison, Delegated Testing Office at (530) 251-5100 extension 5633 three weeks after the final filing date if he/she has not received his/her progress notice.

Applications are available at CDCR offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.jobs.ca.gov/OEC/jobs/stateapp.aspx.

Veterans Preference: California law allows the granting of Veterans Preference Points in **Open Entrance** and **Open, Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** and **Open, Nonpromotional Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions to apply for Veteran’s Preference Points are on the [Veterans Preference Applications \(Std. Form 1093\)](http://www.jobs.ca.gov/VeteransInformation) which is available at the California Department of Human Resources’ website, www.jobs.ca.gov/VeteransInformation or the California Department of Human Resources at 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs. More information can be found at: <http://www.calvet.ca.gov/Resources/Default.aspx>

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the department if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS